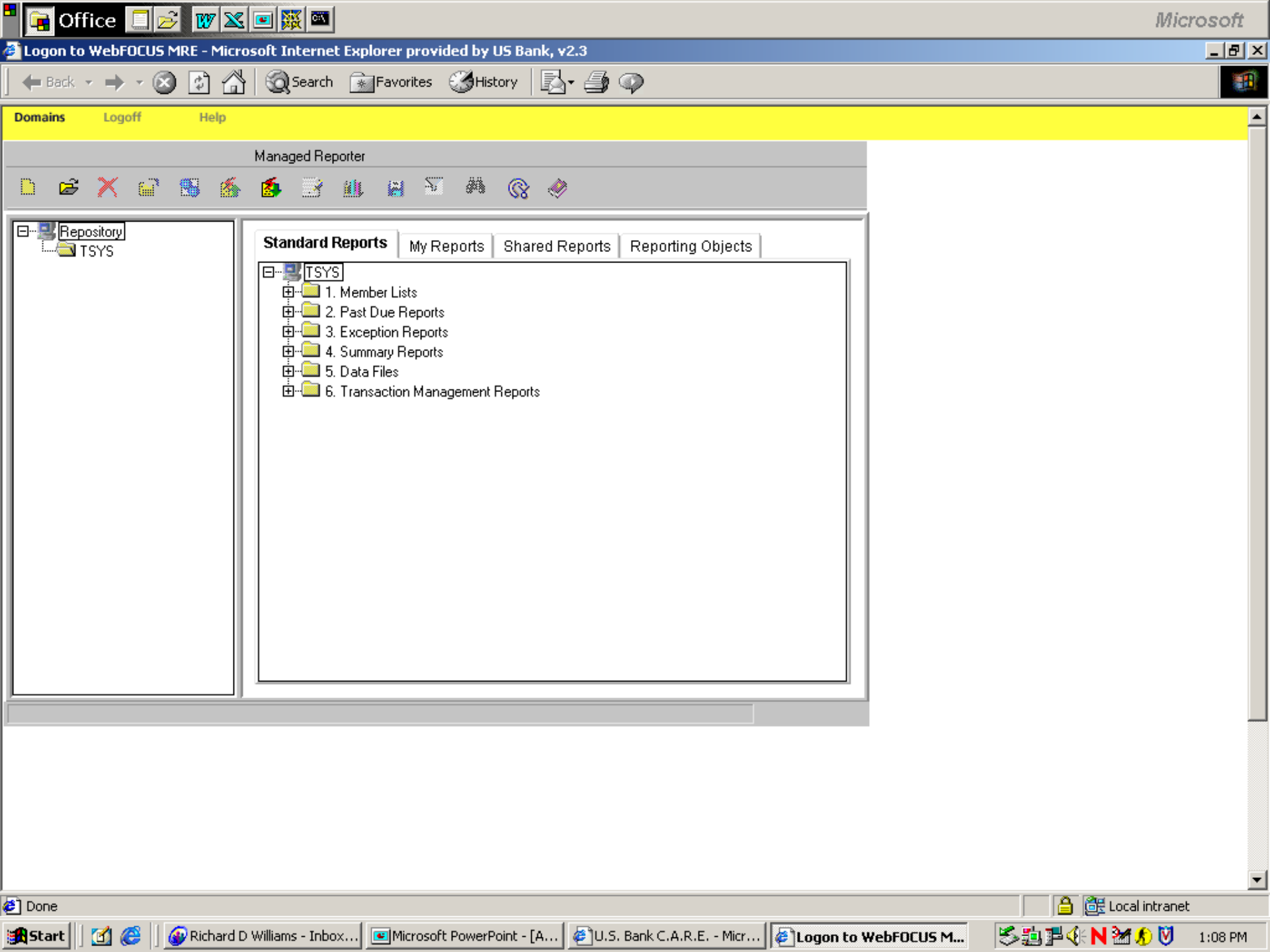# GSA SMARTPAY CONFERENCE
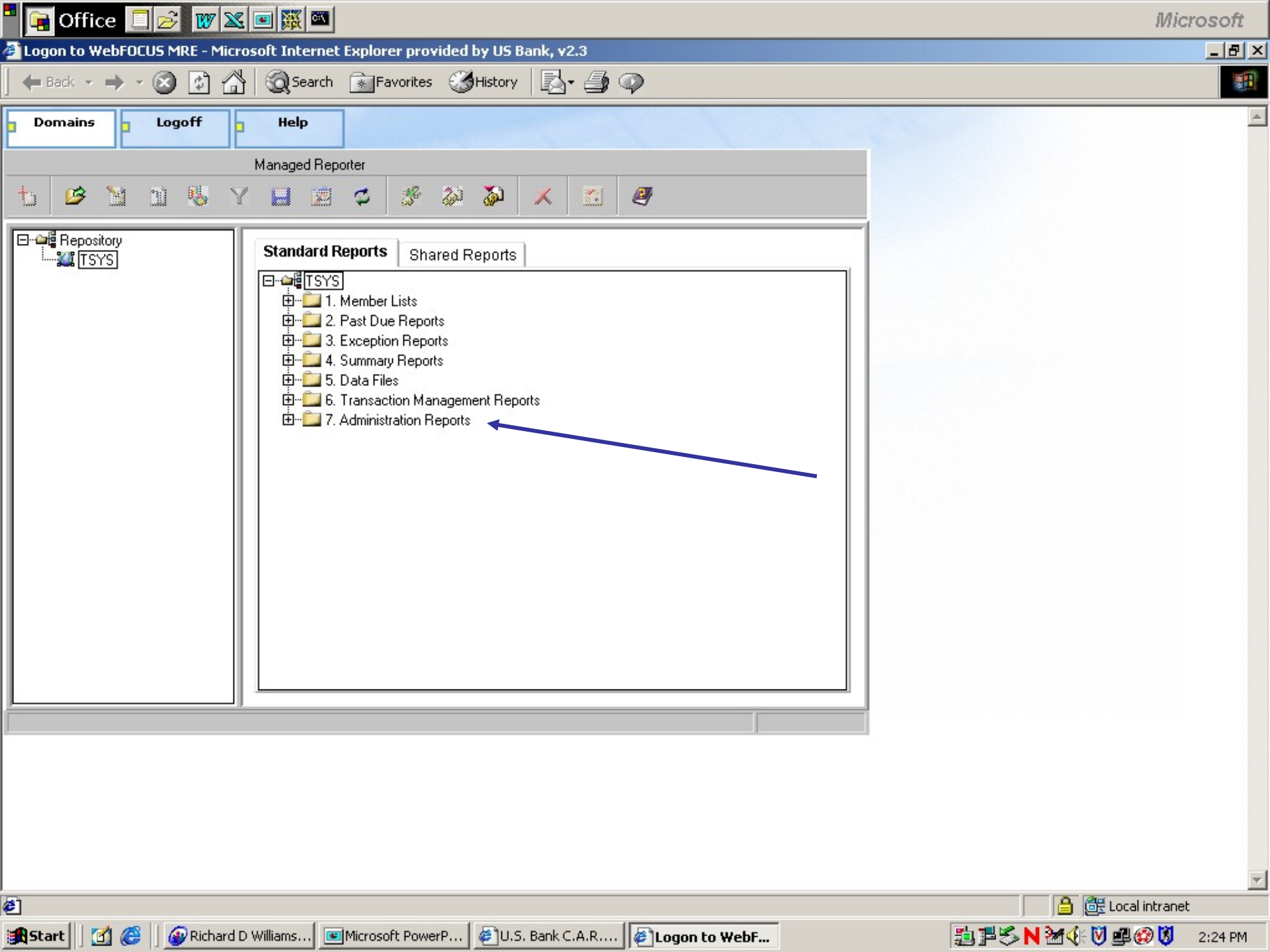# AIR FORCE MEETING
August 26, 2004
New Orleans, LA

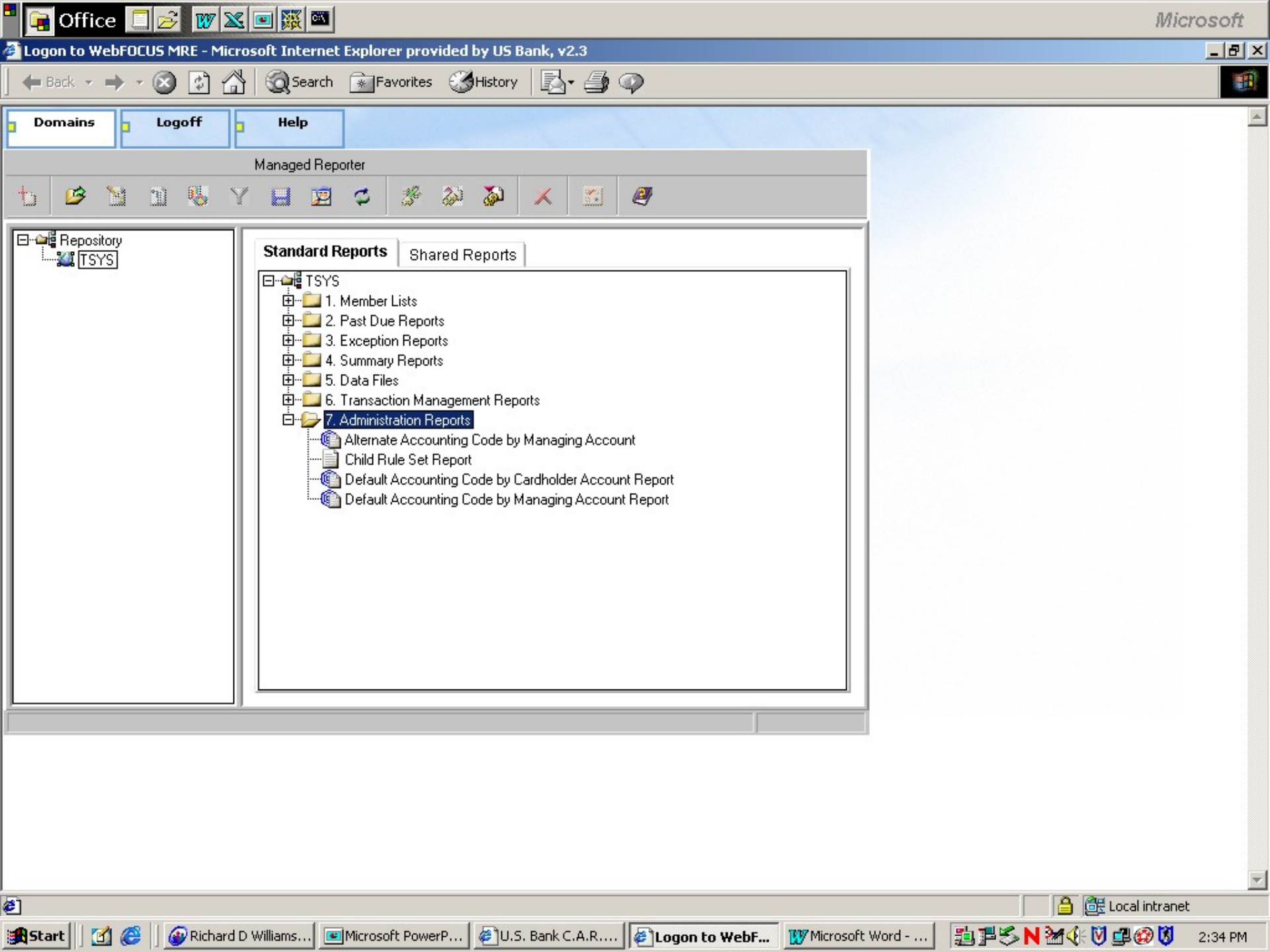**Dave Williams**

USAF Relationship Manager

Agenda

- Changes to C.A.R.E. Standard Reporting
- New C.A.R.E. Standard Reports Created
- Ad Hoc Reporting Initiatives
- Questions

C.A.R.E. STANDARD REPORTS

Logon to WebFOCUS MRE - Microsoft Internet Explorer provided by US Bank, v2.3

Back | Search | Favorites | History

Domains | Logoff | Help

Managed Reporter

Repository
TSYS

Standard Reports | Shared Reports

TSYS
1. Member Lists
2. Past Due Reports
3. Exception Reports
4. Summary Reports
5. Data Files
6. Transaction Management Reports
7. Administration Reports

Local intranet

Start | Richard D Williams... | Microsoft PowerP... | U.S. Bank C.A.R.... | Logon to WebF... | 2:24 PM

Changes to Standard Reports May 2004

- **CH Master File** - Added: Ch 30-day limit, accounting code field, name format will be last name first in Excel output

- **Unusual Spending Report** - Changed parameters to better identify split requirements

usbank
Five Star Service Guaranteed

Changes to Standard Reports July 2004

- **Transaction Summary** - added transaction & posting date to Excel output

- **Renewal Report** - added reissue status and reformatting date

- **Delinquent Accounts** - added 150 and 180 day past due

- **Managing Acct Cert. Status** - Enabled reporting by Levels 3 and 4

- **Managing Acct Summary, Exception Reports, and Transaction Summary** - Added managing account name to report, replacing the organization name

ADHOC REPORTING CHANGES

NEW AD HOC REPORT INITIATIVES 2004

- **Strategy (**Joint, with DoD PMO**)**

- Build Ad Hoc templates for DoD to support key exception reporting needs, using:

  - merchant

  - account

  - transaction

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Accounts with Underutilized Credit Limit (ACCT01-02)	Lists cardholder accounts that have a high maximum credit limit but low dollars spend, or low maximum credit limit and low spending. Accounts identified may need to have the credit limit lowered to mitigate risk.	• Monthly Limit Range • % Spend to Limit • Date Range (from to date) • Hierarchy	• >10,000 • <30% • Previous 12 Months • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/Name/Address • Cardholder Account Number/Name/Address • Cardholder Open Date • Account Status By Cardholder Account • Total Transaction Amount for Date Range • Number of Transactions for Date Range • Last Transaction Date • Highest Cycle Spend for Date Range • Spend Limits • % of Spend to Monthly Limit

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Frequent Credit Transactions (ACCT03)	Lists accounts that have a high percent of credits relative to purchases. Helps identify potential misuse.	• % of Credit Count Compared to Debit Count • Date Range • Hierarchy	• 30% or Greater • 90 Days • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/ Address • Cardholder Account Number/ Name/Address • Total Number Debits • Total Number Credits • Total Dollar Amount Debits • Total Dollar Amount Credits • % Credits to Debits

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Accounts with High Credit Limits (ACCT04)	List of Accounts that have maximum credit limits over a specified amount. Report can be used for risk mitigation and review of credit limits versus Budgetary Authority. All credit limit fields are provided for analysis.	• Monthly Spend Limit • Date Range • Hierarchy	• >$50,000 • 12 Months • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/ Address • Cardholder Account Number/ Name/Address • Open Date • Account Status By Cardholder Account • Total Transaction Amount for Date Range • Number of Transactions for Date Range • Last Transaction Date • Average Spend • Spend Limits • % of Spend to Monthly Limit • High Cycle Spend for Date Range

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Billing/Approving Official Conflict of Interest Report (ACCT05)	List of cardholder accounts that been approved by the Billing/Approval Official on behalf of CH in CARE. Identifies potential lack of separation of duties between Billing/Approval Officials and cardholders.	• Date Range • Hierarchy	• 12 Months • >2 Times in Year for any one Associated Cardholder Account • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number /Name/Address • Managing Account Approval ID • Managing Account Approval Date • Cardholder Account Number/ Name/Address • Cardholder Account Approval ID • Cardholder Account Approval Date • Cycle Close Date • Cycle Status

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Accounts with Matching Billing/Approving Official and Cardholder Names (ACCT06)	List of accounts where the cardholder and the Billing/Approving Official names are identical on CARE within the same managing account. Identifies accounts with a potential lack of separation of duties between Billing/Approving Officials and cardholders. *Do with last name match and first letter with first name.*	• Hierarchy	• Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/ Address • Cardholder Account Number/ Name/Address • Open Date • Account Status By Cardholder Account • Total Transaction Amount for Date Range • Number of Transactions for Date Range • Last Transaction Date • Average Spend • Spend Limits • % of Spend

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Accounts with Multiple Lost/Stolen Cards (ACCT07)	Provides a list of accounts that have Lost/Stolen Cards multiple times. May identify misuse of cards.	• Hierarchy	• Users Hierarchy Level • 12 Months • >1 Lost Stolen Account In Year • Active Acct Only	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/ Address • Cardholder Account Number/ Name/Address • Open Date • Account Status By Cardholder Account • Total Transaction Amount for Date Range • Number of Transactions for Date Range • Last Transaction Date • Lost and Stolen Count

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
High Cardholder Spending by Merchant (ACCT08)	Lists accounts with a high percent of dollar spending at a particular merchant. Helps identify potential card misuse including collusion with merchant.	• Date Range • % of Spend by Merchant to Total Spend • Hierarchy	• 90 Days • >35% of Cardholder Spend with Single Merchant • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/ Address • Cardholder Account Number/ Name/Address By Cardholder within Managing Account • Summary of Merchant Code Transaction Amount greater than x% of Purchases • Summary of Merchant Transaction Count • Merchant ID • Merchant Name • Total Purchase Amount • Total Transaction Count

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Payment and Prompt Payment Act Interest Penalty Transactions (TRAN01)	Lists all Payment and Prompt Payment Act Interest Penalty transactions for a specified organization. Helps identify potential issues with timely certification and payment processing.	• Cycle End Month • Hierarchy	• 12 Months • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/Address • Cycle Date • Managing Amount • Payment Date • Payment Amount • Prompt Payment Interest Penalty Amount

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Potential Split Requirement Review (TRAN02)	Lists cardholders with multiple transactions with same vendor that total $2500 or more within seven consecutive days, within the same managing account. Identifies potential use of split transactions to circumvent Micro Purchase or card spend limits.	• Date Range • Hierarchy	• 90 Days • $2500 or Greater • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/ Address • Cardholder Account Number/ Name/Address By Cardholder • Posting Date • Transaction Date • Transaction Amount • Purchase ID • Reference Number • Merchant Name • Merchant City, State • MCC Code • Merchant ID

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Over Limit Convenience Check Transactions (TRAN04)	Lists Convenience Check transactions $2,500 or greater. Identifies transactions that may require an independent review to mitigate risk.	• Amount • Date Range • Hierarchy	• $2500 or Greater • 30 Days • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/ Address • Cardholder Account Number/ Name/Address By Cardholder within Managing Account • Convenience Check Amount • Convenience Check Transaction Date • Convenience Check Post Date • Convenience Check Payee

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Large Dollar Transactions (TRAN05)	Reports transactions over $2,500 micro-purchase limit or a specified amount. **NOTE:** The date range is the posting date field and the transaction date fields for this report. Detailed reports will have to use the post date or transaction date as the date reference that the client uses, so when the report is saved client should reference the dates selected.	• Date Range • Dollar Amount • Hierarchy	• 90 Days • >2500 • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range** • Hierarchy • Managing Account Number/ Name/ Address • Cardholder Account Number/ Name/Address • Posting Date • Transaction Date • Transaction Amount • Purchase ID • Reference Number • Merchant Name • Merchant City-State-Zip • Merchant ID • MCC • MCC Description

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Travel Industry Transactions (TRAN07)	Identifies transactions from merchants with MCCs in the travel industry. Helps identify misuse of card.	• Date Range • Amount • Hierarchy	• 90 Days • All Travel MCC Codes • All • Users Hierarchy Level • *Run with 4011-4799, excluding 4131 and 4215. (Coaches/ Buses and FedEx)*	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/ Address • Cardholder Account Number/ Name/Address By Cardholder within Managing Account • Posting Date • Transaction Date • Transaction Amount • Purchase ID • Reference Number • Merchant Name • Merchant City-State-Zip • Merchant ID • MCC • MCC Description

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Suspect Merchants (MERC01)	Identifies all transactions for specified merchant names. Helps identify possible misuse of card.	• Date Range • Add Merchant Name • Hierarchy • *Merchant ID*	• 30 Days • Merchant Names (supplied by Client*) • Users Hierarchy Level • *Merchant ID* *Coach identify only if MCC not equal to 4000 Series Range REI Direct or REI# only if MCC in 5900 Series Range.	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/ Address • Cardholder Account Number/ Name/Address By Cardholder within Managing Account • Posting Date • Transaction Date • Transaction Amount • Purchase ID • Reference Number • Merchant Name • Merchant City-State-Zip • Merchant ID • MCC • MCC Description

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Frequent Credits by Merchant (MERC03)	Lists merchants that have a high number of credits over a specified time versus total transaction activity.	• Date Range • % of Credits with Same Merchant • Hierarchy	• 90 Days • >30% of Account Credits with Same Merchant • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/Name/ Address • Cardholder Account Number/ Name/Address By Cardholder Account • Posting Date • Transaction Date • Transaction Amt • Purchase ID • Reference Number • Merchant Name • Merchant City-State-Zip • Merchant ID • MCC • MCC Description • Total Number Debits • Total Number Credits • Total Dollar Amount Debits • Total Dollar Amount Credits % Credits by Merchant

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Transactions for Selected MCC(s) (MERC07)	Identifies transactions from merchants with specified MCCs. Assists in reviewing activity by selected MCC..	• Date Range • MCC for selection • Hierarchy	• 90 Days • (none) • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/ Address • Cardholder Account Number/ Name/Address By Cardholder within Managing Account • Posting Date • Transaction Date • Transaction Amount • Purchase ID • Reference Number • Merchant Name • Merchant City-State-Zip • Merchant ID • MCC • MCC Description • Total Spend by MCC

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Transactions at Blocked MCCs (AUTH01)	Reports transactions for MCCs that are recommended exclusions from card program. Helps identify misuse of card and authorization exceptions.	• Date Range • Hierarchy	• 30 Days • MCCs Blocked (provided by client)* • Users Hierarchy Level *Exclude Trans without Authorization Codes and Foreign Drafts and Convenience Checks	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/ Address • Cardholder Account Number/ Name/Address By Cardholder within Managing Account • Posting Date • Transaction Date • Transaction Amount • Purchase ID • Reference Number • Merchant Name • Merchant City-State-Zip • Merchant ID • MCC • MCC Description

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
MCC/MAT Codes Assigned to Managing Accounts (OTHE01)	Lists MCC/MAT codes and other authorization controls assigned to Managing Accounts. Identifies authorization controls assigned at the Managing Account level. .	• Managing Account • MAT Code • Hierarchy	• All • All Mat Codes for Selected Accounts • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/ Address • Related Cardholder Account Number/ Name/Address By Managing Account • MAT Code(s) Assigned • MAT Code Description • MCC Codes Assigned

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
MCC/MAT Codes Assigned to Cardholder Accounts (OTHE02)	Lists MCC/MAT codes and other authorization controls assigned to Individual Accounts. Identifies authorization controls assigned at the Individual Account level.	• Managing Account • Cardholder Account • Mat Code • Hierarchy	• All Managing Accounts • All Cardholder Accounts • All MAT Codes • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/Name/Address By Managing Account • MAT Code(s) Assigned • MAT Code Description • MCC Codes Assigned • Cardholder Account Number/Name/Address By Cardholder Account • MAT Code(s) Assigned • MAT Code Description • MCC Codes Assigned

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
All Convenience Check / Foreign Draft Transactions (OTHE03)	Lists each cardholder's Convenience Checks within the specified organization. Helps identify misuse of Convenience Checks.	• Date Range • Hierarchy	• 90 Days • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/ Address • Cardholder Account Number/ Name/Address By Cardholder within Managing Account • Convenience Check/Foreign DraftAmount • Convenience Check/Foreign Draft Transaction Date • Convenience Check/Foreign Draft Post Date • Convenience Check/Foreign Draft Payee

Report Name	Purpose	Optional User Fields for Entry	Default Report Values	Report Output Data
Standard Document Number Report (SDN) **OTHE05)**	Identify cardholders, transactions and allocations that make up a given SDN amount. NOTE: SDN, Account Number, Transaction Post Date, or Invoice Number can be used to run this report.	• Date Range (required) • SDN Number (Optional) • Account Number (Optional) • Transaction Post Date (Optional- but requires Account Number Entry) • Invoice Number (Optional) • Hierarchy	• (required if Transactio n Date Selected) • Users Hierarchy Level	• Report Identifier • Report Date Accounts For Review • Date Range • Hierarchy • Managing Account Number/ Name/ Address • Cardholder Account Number/ Name/Address By Cardholder within Managing Account • Posting Date • Transaction Date • Transaction Amount • Allocation Detail • Allocation Accounting Code • SDN Number • Invoice Number

Questions?

Thank you!

Dave Williams

Air Force Relationship Manager

202 261 0807

dave.williams@usbank.com

us bank.
Five Star Service Guaranteed